State of Vermont

VERMONT

Project Name Here
Project Log

Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

(PROJECT NAME HERE) - Requirements Log

ID	Type	Priority	Requirement	Requester	Request Date	Approved Y/N	Associated Test Case ID	Status	Completion Date	Comments
1										
2										
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11										

(PROJECT NAME HERE) - Team Directory

Name	Agency / Department	Job Title	Project Role	Email Address	Phone Number

(PROJECT NAME HERE) - Communications Matrix

Deliverable/Description	Target Audience(s)	Delivery Method	Delivery Frequency	Person/Role Responsible?
Project Charter - Draft Version	All Stakeholders	Delivered in draft form at Project Kick-off Meeting (hard copy given ?).	Once	Developed by (Dept Name Here) Delivered by Project Sponsor
Project Charter - Final Version	All Stakeholders	Delivered via email as well as posted onto the SharePoint site	Once	Project Sponsor to distribute
Project kick-off meeting	All Stakeholders	In person meeting at Pavilion	Once	Project Sponsor to lead
Agency/departmental meetings Q&A sessions	Target stakeholders topic specific	In person meeting at various Agencies and departments	As needed	Project Sponsor to lead
Weekly / Monthly status reports	All Stakeholders	Project Status Report template e-mailed to audience.	3 Weekly and 4th sent out as Monthly version with greater overall detail	Project Manager to deliver to Project Sponsors Executive Sponsor to distribute
Project Plan	All Stakeholders	A project plan will be posted to the SharePoint site.	Weekly	Project Manager to update and post
SharePoint project site **This site will contain the overall schedule, deliverables/milestones, and shared documents, such as Project Charter and Status Reports.**	All Stakeholders Project Team members	Web based SharePoint Site.	Ongoing	Project Manager to maintain SharePoint site
Frequently asked questions	Target stakeholders topic specific	SharePoint and or email	As needed	TBD

(PROJECT NAME HERE) - Communications Matrix

Deliverable/Description	Target Audience(s)	Delivery Method	Delivery Frequency	Person/Role Responsible?
(?) SharePoint and consider setting up an email account to collect Q&A				
Monthly conference call (?) **project updates, kick off meetings for large projects, vendor engagement kick off for large assessments**	Target stakeholders topic specific	iLinc	As needed	Various?
Sub project kick off meetings	Target stakeholder topic specific and project team members	In person meeting	As needed	Various
Meeting agenda / discussion log **These meetings will be utilized to develop scope and schedule for sub projects with individual agencies and departments**	Sponsor Agency/dept stakeholders Project Team	Initial agenda documented in log, then meeting discussion points, decisions, and action items noted on log.	As needed, within 2-3 bus days of meeting date.	Project Manager assigned
Issue submission form and log	Sponsor Agency/dept stakeholders Project Team	Maintained in a mutually accessible area (i.e. SharePoint).	Team initially notified of link when uploaded to SharePoint.	Project Manager and Project Team
Change requests form and log	Sponsor Agency/dept stakeholders Project Team	Maintained in a mutually accessible area (i.e. SharePoint). Requests presented to Project Sponsor for approval via email as received.	As received.	Project Manager, Steering Committee, Sponsor.

(PROJECT NAME HERE) - Issues Log

Issue #	Issue Description and Impact to Project	Priority L / M / H	Date Reported	Reported By	Assigned To	Date Resolved	Status	Resolution Comments
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(PROJECT NAME HERE) - Action Item Log

Action Item #	Action Item Description	Priority L / M / H	Date Assigned	Assigned To	Due Date	Status	Resolution/Comments
1							
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(PROJECT NAME HERE) - Budget Log

Starting Budget	Description of Expense	Date of Expenditure	Estimated Cost	Actual Cost	Variance (+/-)	Remaining Budget	Comments / Action Required

(PROJECT NAME HERE) - Test Case Log

Test Case #	Test Date	Requirement Reference	Tester Name	Test Case Scenario	Expected Results	Actual Results	Pass Y/N	Corrective Action Taken (if applicable)	Re-Test Date	Test Complete Y/N
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(PROJECT NAME HERE) - Change Request Log

Item #	Change Request #	Description	Change Type	Priority (M/H/L)	Date Reported	Requested By	Assigned To	Date Resolved	Request Status	Resolution / Comments
1										
2										
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(PROJECT NAME HERE) - Risk Log

Risk Item #	Risk Event	Negative Impact	Probability	Rank	Risk Mgmt Plan	Status	Resolution/Comments
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